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ABSTRACT

This outline of standards is designed for administrators and committees concerned with libraries for religious congregations. The standards were developed based on the understanding that the church or synagogue library is a special library that serves the institution in which it is housed and which is supplemental to other libraries in the area, providing materials related to the teachings and programs of its faith. Standards are presented as goals to work toward in organizing and developing congregational libraries. The standards begin by establishing the need for a policy statement and providing a sample statement. Other areas discussed include: (1) physical requirements; (2) administration and operation; (3) personnel qualifications and responsibilities; (4) finances; (5) selection of materials; (6) cataloging and classification; (7) public relations; and (8) a check list for long-range planning. An appendix contains sample policy statements, a sample materials selection policy, and sample by-laws for a library committee. (SLD)

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Second Edition

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CSLA Guide No. 6

Standards for Church and Synagogue Libraries

Guidelines for Measuring Effectiveness and Progress

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The CHURCH AND SYNAGOGUE LIBRARY ASSOCIATION was formed in 1967 to provide educational guidance in the establishment and maintenance of congregational library service.

The organization issues publications relating to this branch of librarianship, including Church and Synagogue Libraries, a bi-monthly bulletin containing news and informative articles for members and subscribers.

Membership in the non-profit association is open to all who are interested in church or synagogue libraries. Provision is made for membership in the name of an individual, church or synagogue, or institution. There are also affiliated, contributing, and honorary membership categories.

For a brochure with further information, and a sample copy of the official bulletin, write CSLA at Post Office Box 19357, Portland, OR 97280-0357.

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Guidelines for Measuring
Effectiveness and Progress

CSLA Guide No. 6
Second Edition

CHURCH AND SYNAGOGUE LIBRARY ASSOCIATION
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Church Library Achievement Guide. Church Library Department, Sunday School Board of the Southern Baptist Convention.

The Church Library Organization and Administration. Lutheran Church Library Association.

The Design and Evaluation of Public Library Buildings. Nolan Lushington and James M. Kusack. Hamden, Ct.: Library Professional Publications.

Library Standards for Adult Correctional Institutions. Draft II. ACA Committee on Institution Libraries. 105th Congress of Corrections, Louisville, Kentucky.

Standards and Objectives. Pacific Northwest Association of Church libraries.

Standards for Health Sciences Library Technicians and Programs. Medical Library Association, Inc.

Standards for Jewish Libraries in Synagogues, Schools, Centers, Rev. Ed. Jewish Book Council of America.

Standards for Parish and Community Libraries. Catholic Library Association.

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FOREWARD

This outline of standards is for the use of administrators and committees concerned with libraries for religious congregations. Whether the library is an established part of the ministry of the church or synagogue or still in the formative stage, those involved with its operation should consider periodically its status, progress and goals as it serves the congregation.

This booklet is divided into sections dealing with major factors to be considered. The final section is a checklist which may be used as a quick reference in planning and for occasional self-evaluation of the library's operation and services.

"Standards" are adopted or widely accepted measures by which to appraise and evaluate progress and accomplishments. Those presented here are the outgrowth of a number of Church and Synagogue Library Association conferences and seminars held across the country to deal with "standards and proposed guidelines for effective congregational libraries."

The basic premise uppermost in each leader's mind while developing these guidelines was this:

> The Church or Synagogue Library is a special library, serving the institution in which it is housed. It is not a duplicate or a substitute, but should be supplemental to any other libraries located in the area. Primarily it will provide materials related to the teachings and programs of its specific faith or denomination.

The standards presented here are recommended as goals to work toward in organizing and developing effective congregational libraries.

1. WHY STANDARDS?

The Church or Synagogue Library is a special library serving the institution in which it is housed by supporting, strengthening and broadening the teachings and programs of the particular denomination or faith. The need for such libraries is clearly established and they are recognized as an important part of the ministry of the church or synagogue. Their specialized collections undergird the doctrinal teachings by providing ready access to the books, magazines, pamphlets, and audio visuals not generally found in the public or school library.

There are now more active church and synagogue libraries than all of the public, college, and special libraries combined. They form the most rapidly growing group within the library field. They are not duplicates or substitutes, but supplements to any other community libraries. However, for the church or synagogue, they may well be the most important of all types, since through informed and concerned congregational members, religious influence spreads out into the world.

Many such libraries originally were created to help leaders in the educational work of the congregation. Ideally they have the same vital relationship within the church or synagogue that the modern school library has to its faculty, students, and curriculum.

Today the religious library serves not just a formal educational role, but is a source of material to enrich lives, deepen understanding, and offer spiritual nourishment and growth –for individuals and congregational groups. Thus the library will contain devotional and inspirational as well as other materials.

It is the responsibility of the religious institution not only to establish such libraries, but to see that they meet the highest possible standards.

"Standard" may be defined as an acknowledged measure of comparison; criteria; or norm. Webster defines "norm" as a set standard of development or achievement derived from the average or median achievement of a large group. So the performance of other libraries serving a similar type congregation can be used as one measure of performance and achievement of library practice.

Another definition of "standard" is degree or level of excellence. Some things have become standards in the library field because they are generally accepted as the model for excellence, e.g. Library of Congress printed catalog cards. Evaluative standards have been adopted for various types of libraries and for religious libraries in certain denominations and faiths. They are used as measures of performance.

In this Guide, standards may be regarded as guidelines or objectives for planning, reviewing, and evaluating library service in churches and synagogues.

The criteria listed here are worthy of consideration by those responsible for developing effective libraries for religious congregations. They are presented with the knowledge that progress toward a goal is seldom in a straight line. It is an evolving process.

Each congregation will determine its specific standards and objectives from uniquely different settings. The variables are: the need for library service, funds and staff available, size of the congregation, its educational level, location of the institution. The constants are: resource materials for teachers and leaders, supporting the goals of the church or synagogue, conserving heritage, molding spiritual character of individuals, helping people through media.

Developing a library may seem formidable. Every task demands time and attention, and none may be more worthy of such dedication than the creation of effective congregational libraries. There are no limitations to what may be achieved other than those we impose upon ourselves. Service rendered to the church or synagogue for such a purpose should be regarded as a responsibility which is gladly accepted.

2. A BASIC POLICY STATEMENT

To function properly, a congregational library needs a committee or group responsible for its policies and operation. Ideally this group should include the minister or rabbi, representatives from the official governing body and each congregational organization, program leaders, youth, and persons who may be called upon to form the initial Library Committee.

Together they should discuss two basic points:

1) WHY –Why have a library? For devotional and inspirational reading? To undergird the educational program with resources and supplementary materials? To provide reference and study materials? To offer religious materials not otherwise provided in the community?

2) WHO –Who is going to use the library? Individuals or groups? Youth or adults? Congregational or community members? Some combination of these?

Answers to these fundamental questions will establish the scope and policy of the particular library, and provide guidance in determining several other important considerations of the Committee:

1) WHAT will be the basis for selection of materials?
2) WHERE is the library to be located within the building?
3) WHEN, that is, what days and hours, will it be open?

Obviously, materials and their accessibility must meet the needs of those expected to use the library for the purpose decided upon. To fulfill the library's purpose, and with practical limitation of space and funding in mind, the policy statement evolves. This statement, formally voted on and adopted, will define the content of the collection as well as clarify policy if any question arises.

This policy can and should be reviewed and revised from time to time to meet current needs. It can be broadly general or very specific, but it should always include the reason for being, or focus of service of the library, clarify materials selection principles, and specify the relationship of the librarian or library committee to congregational structure, indicating where authority for final decision-making rests.

Following is a sample library policy statement. Others may be found in the appendix, page 18.

Trinity Episcopal Church
Pottsville, Pennsylvania

All book and non-book materials are placed in the parish library for the enrichment and further development of the reader-viewer. They are to be chosen to relate to our Church's teaching and its Mission to develop responsible Christians.

Selection will be made to undergird the church's program, both nationally and locally, and in special areas of emphasis and need. Materials will be chosen with all parishioners in mind, for all age groups, and all levels of Christian maturity. Informational titles are to be grounded in sound scholarship and theology.

The library exists to serve the entire congregation, children and adults. Materials will be available to parishioners as well as persons in the community.

The Library Board will report directly to the Vestry on its operation and services. The Librarian, acting with the Rector, will have authority for final decision regarding materials selection, library policy, and related matters.

3. PHYSICAL REQUIREMENTS

To begin with, it is important to secure a location in the building which is readily accessible to those expected to use the library. Space near an outside entry and in a heavy traffic area will increase patronage of the library.

A room should be provided which is primarily for library use, though it may be used for occasional meetings and conferences, or be a lounge. The room should not be shared as a regular classroom since this will severely limit its availability for general use. However, at scheduled times, teachers may be encouraged to bring their entire classes to the library for instruction and research.

Space should be ample for present needs and future growth –at least 12 x 20 feet, never smaller than the largest classroom. Preferably one square foot of space will be allocated to the library for each person provided for in the educational area in order to accommodate tables, chairs, and other library furnishings. Room arrangement should be planned to allow enough space between shelving and seating for persons to pass through, particularly if wheelchairs will be used.

In regard to flooring, remember that shelving and books are heavy. Careful consideration should be given to acoustical treatment (carpeting will help absorb noise), ventilation (high humidity can ruin books), and heating and cooling (68 to 70° F is suggested for persons and most materials). It is desirable that temperature control of the room be maintained separately from the main worship area, perhaps connected with the office system.

New technology will increasingly call for additional machine work station space, with adequate, well-placed outlets for electrical needs. Synthetic carpets can build up static, a problem if audiovisual and electronic data processing equipment will be in the same area.

The room should have light-colored walls and a white ceiling. It is best if light strikes a reading surface from a wide variety of angles. For equal intensity of light, operating costs will be higher for incandescent light. Fluorescent tubes are more energy-saving, last longer, and provide more light. Track lighting allows a few or many individual lights to be snapped in so that light may be directed onto specific spots or surfaces. But they do not conserve energy in large areas. A torchiere, a lamp that directs light upwards, in place of a ceiling fixture, is usually lighted by halogen bulbs. These bulbs use less wattage than incandescent bulbs. They are closest to sunlight so colors look truest in their beams. Bulb guards should be used over such height-intensity discharge lighting for safety.

Because the human eye has a mechanism for regulating the amount of light that comes into it, most consultants today feel the amount of light required in libraries ten years ago was excessive. Eye fatigue is caused mainly by extreme contrast and glare. There should be a gradual change in brightness from pages of the book, to table top, to the rest of the room. Avoid direct sunlight striking a place where a patron may be reading, or on the pages of a book (ultra violet light damages paper and bindings).

Books are the basic material of the library collection. They should be on open shelves where they will be readily available to browsers and borrowers, not covered with glass or locked in cabinets. Three feet of shelving can accommodate approximately 30 books of average size, or 18 reference books, or 60 children's picture books. Units not built-in should have sides and backs for versatile use. Shelves should be not more than two-thirds full to allow for growth of the collection. Use a book-end per shelf for support.

Shelving should be suitable for the sizes of books and users. It should be adjustable, in three-foot sections, or with braces every 36 inches. If wooden, of 3/4" or 1" lumber. Adult shelving may reach a height of 6'10" while 5-foot or 42-inch units may double as dividers. A depth of 10 to 12 inches is recommended, since many religious works tend to be oversize. Shelving of special dimensions will be required for some items, such as audio visuals (may be steel units with shelves of 18" depth) and reference works (88-1/4" high bookcases allow for 14 inches between shelves).

A few well-placed sloping shelves with front-edge molding is recommended for periodicals. They may also be used to feature books with the front covers facing forward to invite browsing. Children's books vary greatly in size. On flat shelves, quarter-inch upright partitions may be added at approximately 8-inch intervals as an aid to orderliness. Or selected picture books could be placed on the floor in brightly colored plastic bins.

Ideally, the room will have flexibility and expansion capabilities so shelving will allow for future changes in material formats. Already phonograph records are giving way to compact discs and video tapes instead of, or supplementing, audio tapes.

Furniture should be durable and attractive. Provide floor cushions or low stools for small children. Tables for use by elementary age children should be 25-28" in height, with chairs 14-17". Tables for junior high age groups should be 27-30" height with chairs 16-18" high. Those for senior high school students and adults may be 29-30" high for tables, 18" high for chairs. Comfortable seats for adults will offer support for the lower back and upper shoulders. Note that some older people may have difficulty in arising from a lounge type chair.

Other items to be considered in furnishing and equipping the library include a legal size vertical file cabinet for pamphlets and clippings; large shallow drawers for maps, charts, pictures, and flat materials; a desk, chair and typewriter for staff use; a work table and access to a sink for processing materials. The card catalog, the index to the collection, should be equipped with a rod. Sectional types allow for expansion as the library's holdings increase.

Bulletin board and display space should be provided for. A window ledge, cabinet top, or section of shelving in the room may be used. It is also desirable to have a bulletin board in the corridor outside the room, and at other locations in the building to feature library materials and programs.

If a new building or a renovation of the present structure is being planned, then all available advice should be consulted before, not after, architectural plans have been drawn. In an existing facility, it may be necessary to operate for a period of time making the most of what is available before reaching the ideal in library location and furnishing.

Those concerned should set goals and establish priorities and plans to achieve them –a children's corner or adjoining room... a comfortable, roomy rocking chair where an adult may sit while sharing a book with a child... a playpen for the safety of a baby while the parent browses... a listening area and provision of earphones... a section which can be darkened for audio-visual previewing... cabinets for non-print materials and equipment... provision for archival and document storage... supply cupboards and a separate work area for library staff use.

In all cases, the library must present an attractive and inviting atmosphere. Rooms with northern exposure can benefit from warm colors– yellows and pinks. Those with southern exposure may be decorated in cool colors, such as greens and blues.

Functional room arrangement and order are particularly important in a self-serve library. Signs pertaining to location of materials and borrowing procedures should be prominently displayed.

The library room is its own best advertisement. A dingy, dark and cluttered appearance imply its unimportance. Imaginatively attractive and located in the mainstream of congregational life, it will be valued and used.

"A Library is good only as the librarian makes it so."
–John Cotton Dana

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4. ADMINISTRATION, OPERATION

Administration and operation of the congregational library may vary from that of the public library in several significant ways.

It may be necessary to use personnel unacquainted with library procedures in the beginning. Basic skills should be acquired as soon as possible through reading, study, and attendance at training workshops. Consultation with experienced colleagues in neighboring churches and synagogues and visits to their libraries will provide helpful insight and information.

All of this can be facilitated through immediate affiliation with appropriate religious library associations. These organizations will encourage professional standards of library service. Their official publications, which include articles on librarianship, public relations suggestions, and notices and reviews of new books and media materials should be circulated among the library committee. All staff members should attend library association programs and conferences.

Operation should be kept as simple as possible. Policies and procedures should be written down in a Desk Book so they will be clearly understood and consistently followed.

Records required include financial accounting and statistics pertaining to the patron file, accessions, and circulation. Periodic reports should be made to the official board and congregation regarding these statistics as well as annual budget, growth, and goals.

The church or synagogue library can tailor its operation to the needs of the specific congregation it is serving. Borrowing regulations, for example, may be quite liberal. Teachers and leaders may be permitted to sign out reference books, which are generally not circulated in a public library.

The library should be open at scheduled hours convenient to users, such as at the time of worship services, and before or after mid-week meetings, and programs. Though it is desirable for a librarian to be present at announced times to offer individual help where wanted, a daily self-service system enables readers to use the library at all hours the building is open. Thus resources are readily accessible even with limited staffing.

A number could be assigned to each borrower to write on the sign-out card instead of his name. This would ensure his right to privacy, especially if the materials were on sensitive subjects such as divorce, drugs, etc.

Such honor systems work well when an orderly room and clear informational signs direct users to materials and explain borrowing procedures. A prominent spot should be designated for the placement of returned items. The circulation count can be recorded when the staff returns the borrowed item to its proper shelf.

Holdings should reflect the philosophy of the institution and its teachings. A small library particularly should strive to make up in quality what it may lack in quantity. The congregational library is a selection, not a collection, of materials. Those in a position of authority should be alert to recognize special needs and interests of the congregation which should be met in library materials and services.

Use of the library should be stimulated by regular, systematic promotion, using a variety of methods. The congregational library is in a unique position to sponsor programs and services for the institution and its members. Discussion sessions and study courses, bibliographies prepared for groups, subjects, and seasons, home book delivery for shut-ins, are among ways the library can serve and support the concerns of the church or synagogue. Such activities also create interest in the library and promote its use.

It is good stewardship to make library resources as widely available as possible. Consideration should be given to allow community groups using building facilities or the general public to have access to the specialized materials in the congregational library. This may be done through an open lending policy or interlibrary loan arrangement with public library or other church and synagogue libraries in the area.

The true concept of the library means instruction, service and activities throughout the institution rather than merely within the four walls of the library quarters. The congregational library should be seen not as just another one of the many activities to be enjoyed or necessary to the operation of the church or synagogue but as a definite extension of its ministry.

5. PERSONNEL: QUALIFICATIONS AND RESPONSIBILITIES

In most instances the librarian in the Jewish Synagogue and the Roman Catholic Church School is a professionally trained person. This is not the case for some Catholic congregational libraries and most Protestant churches. Many of the latter are operated by non-professional volunteers.

It is important that such persons avail themselves of library training though opportunities offered by their own denomination or faith, or interfaith librarians' seminars, workshops, and conferences.

Librarian

The man or woman who serves as librarian should be:

–A consecrated person willing to give time, energy, and enthusiasm to this important area of ministry; one who is intelligent, dynamic, and emotionally mature;

–One who is aware of and interested in church or synagogue activities and programs, taking an active role in congregational life but having no other major office or responsibility;

–A professionally trained person, or one willing to receive instruction in librarianship, and having an aptitude for detail;

–One who has a knowledge of books and a concern for individuals; who is friendly, and able to communicate with all age groups of the congregation.

The librarian is the liaison to the minister or rabbi and official board. He/she directs materials selection; presents ideas for library services and expansion; sees that proper records are kept; at regularly scheduled times presides when committee members meet together to plan and carry out library activities; and is responsible for the functioning of the library, acting as administrator or supervisor, with committee members assisting in certain aspects of operation.

Staff

Operation of the library includes the selection, ordering, and processing of materials, their systematic arrangement and indexing, and provision for use.

These responsiblities should be shared by a working committee or staff. This staff should be selected with the same care used in recruitment for other areas of service to the institution.

Size of the congregation and library will be factors in determining the number of persons needed. There must be sufficient personnel to carry out desirable programs and services. A basic committee of three is recommended, plus one additional person for every 250 church or synagogue members.

In addition, individuals in the congregation may be called upon for assistance with special events and projects. The wide variety of tasks involved in operating a library can utilize the talents and skills of persons of all ages and circumstances. Children and their mothers can bake cookies for Open House or anniversary observances. Teenagers can assist with story hours. Shut-ins may assume responsibility for mending books and materials.

Some individuals may accept assignments in processing materials or performing clerical duties, such as preparing and filing catalog cards. Some may plan and carry out a program of promotional activities. Those who staff the library will keep circulation statistics, shelve returned books, notify patrons of reserve or overdue items, and make periodic inventory checks.

Others may choose to concentrate on the scheduling, use and care of audio visual equipment. Some persons may work primarily with children through the Religious School department, instructing classes in the use of reference materials, and directing youth activities such as reading clubs. Secretarial needs include keeping minutes of meetings and handling correspondence regarding book and supply orders, gift acknowledgments, memorial notices. Responsibility for keeping financial records may be accepted by another. The greater the number of people involved, the greater interest and services will be.

Because of our mobile society and committee turnover, it is desirable that each person helping with the library have a working knowledge of more than one aspect of its operation, and an overview of the entire program.

In addition to receiving initial instruction in basic library procedures, staff members should attend library workshops and conferences where concentrated training may be received, and ideas and experiences shared. An informed and enthusiastic librarian and staff comprise the library's greatest resource.

6. FINANCES

The library is a vital part of the ministry of the church or synagogue and as such derives the full support of the institution. A sufficient amount should be allocated from the general operating budget annually to support library operation and services. Any other funding, such as from special gifts or memorials, should be considered only as supplementary.

The library's budget should provide funds for acquisitions, supplies, publicity, staff needs, and long-term goals. Acquisitions will include purchase of print and non-print items, including audio visuals. Less permanent materials such as pamphlets and periodical subscriptions are also a part of the library's collection.

Regular attention should be given to the maintenance of the collection –the repair, rebinding, and replacement of worn or dated materials. Items such as book pockets, catalog cards, labels, are among supplies needed for processing materials.

Awareness and use of the library will be stimulated by regular publicity and promotion. Paper for duplicating bibliographies, decorations for special events or observances, refreshments for story hours and other programs, poster and display materials, all require expenditures of funds.

The library staff will need certain reference tools, such as a subject heading list and classification schedule. Manuals and guides on library procedures and promotion will be helpful. Money should be provided for educational opportunities, particularly travel expense and financial assistance for staff members to attend training workshops and conferences. Membership should be held in a denominational or interfaith association which will encourage professional standards of librarianship and deep the staff informed of new titles, promotion ideas, availability of helpful materials, and offer training in library skills through its news bulletins and programs.

Provision should be made for long-term goals such as furnishing and decorating the library, purchases of major reference works, and adding audio visual or other equipment. In an established library, this portion of the budget may be designated for replacement of equipment and furnishings, renovation, or expansion.

Apportionment of the annual library budget may be as follows:

Acquisitions	60%
Subscriptions, ephermeral materials	5%
Supplies	5%
Promotion and publicity	10%
Equipment, furnishings	10%
Staff needs	10%
	100%

General proportions may be allocated as follows:

Reference works	20%
Teaching aids	5%
Adult fiction	5%
Adult non-fiction	30%
Pre-school material	5%
Children and youth fiction	20%
Children and youth non-fiction	15%
	100%

Initially a grant or other one-time funding is desirable to enable a beginning library to open with a worthy selection of materials.

A beginning library should strive to build a basic collection of two items (books, audio visuals, etc.) per church or synagogue member, not counting duplicate titles

An established library may be maintained on a minimum budget not less than 50¢ annually per congregational member.

Complete records of receipts and expenditures are to be kept and periodic reports made to the minister, rabbi, official board, or congregation.

CSLA Guide No. 13, *The ABC's of Financing Church and Synagogue Libraries*, has detailed information pertaining to acquiring funds, budgeting, and cash accounting. It includes sample financial records, as well as blank bookkeeping forms designed for congregational libraries which may be photocopied for local use.

7. SELECTION OF MATERIALS

Planned acquisition and prayerful selection are essential when choosing materials for the library so that the collection will best serve the church or synagogue.

Each congregation is unique. The leadership of the minister or rabbi and official board, emphasis of the national headquarters, opportunities provided by geographic location, and finances are among factors which determine the special focus and scope of the collection.

The librarian should be sensitive to every department of the institution and to groups with special needs and interests. Older persons will appreciate the provisions of books in large print. Young adults may find catalogs from affiliated schools and colleges and vocational guidance materials helpful. Teachers will make use of film catalogs from local public library, commercial rental agencies and state library regional distribution centers. Books pertaining to spiritual growth, family relationships, illness or other problems, minister to individuals through the printed word.

A primary source of titles for a basic library collection may be a core list recommended by its national headquarters for the particular denomination or faith. Recognized book evaluation or selection aids and reliable review sources should be utilized when choosing additional titles.

For printed materials, authenticity, readability according to educational and age levels of patrons, format, scope, special features, potential use, and cost are among selection criteria. In addition, appropriateness, physical characteristics, equipment required, maintenance and technical aspects of the item must be considered for non-print materials.

These same criteria should be applied when accepting gift materials. The librarian and committee carry basic responsibility for selection, with individuals and groups in the congregation invited to make suggestions. "Want lists" of titles may be posted to encourage their donation. Book Fairs offer opportunities for members to make desired purchases and present them to the library.

The library collection should include print and non-print items; vertical file and miscellaneous material (such as pamphlets, clippings, unmounted pictures, maps, charts and transparencies); resources for staff use; and archival records and documents.

A recommended goal for the collection is two items per congregational member, not counting duplicates.

Items to be considered for inclusion may encompass recordings, CDs, films, filmstrips, slide sets, tapes (audio and video), games, kits, paintings, artprints, and realia.

It is desirable to build a basic reference section as early as possible.

Periodicals and pamphlets are a good source for current topics and subjects not yet dealt with in book form.

Titles which will have limited circulation, or multiple copies of popular books may be provided inexpensively in paperback.

Certain reference works will be needed by the staff for use in processing materials and for their own professional information and advancement.

Purchase orders, even though small, should be placed monthly or quarterly to respond to needs as they arise.

A list of selection aids, review resources, basic factors to consider in purchasing materials, criteria for media selection, some publishers of religious books, and types of purchase sources are discussed in CSLA Guide No. 4, *Selecting Library Materials* (See listing inside back cover of this publication).

Periodic appraisal and necessary mending or weeding will ensure that materials in use are in good repair and contents up-to-date.

A complete inventory of the collection should be made every two years.

The policy statement adopted by each library will govern selection of materials to achieve a collection considered to be balanced for that purpose. For a library serving the entire congregation, the following percentages for print and audio visual materials may provide helpful guidance in planning acquisitions.

Adult Collection

Fiction	5%
Biography	5%
Philosophy, psychology, ethics	10%
Doctrine, teachings, prayer, worship	25%
Other religions, denominations	5%
Social science –marriage, family, social concerns	10%
Science, nature	5%
Music, art, literature	10%
History, geography	5%
Reference works	20%
	100%

Juvenile Collection

Fiction	45%
Biography	10%
Philosophy and psychology	2%
Doctrine, teachings, prayer	15%
Other religions, denominations	2%
Social science, holidays, etiquette	5%
Language	1%
Science, nature	5%
Music, art, literature	6%
History, geography	4%
Reference works	5%
	100%

The effectiveness of the library is dependent upon the thoughtful choice of its materials.

8. CATALOGING AND CLASSIFICATION

A system of logical organization of library materials is essential for its convenient use by patrons.

Since library users are more likely to know they want material "about" a certain topic, rather than by a title or author, it is most helpful to group material on shelves with related subjects together.

The card catalog is the index to the collection. A set of cards should be prepared for each item in the library, with author, title, and subject headings; then interfiled alphabetically. This indexing or cataloging, with appropriate cross references, enables the patron to determine immediately what materials are available.

Each catalog card carries a location symbol, or classification number, so the item may be found on the shelves. Posters, shelf labels, and classification numbers printed on spines of books or prominently on non-book items guide the borrower to the material he is seeking.

The collection should be cataloged following a system that has been developed and tested for general library use, rather than some method devised locally which in time may prove to be inadequate, cumbersome, and difficult for succeeding library committee members to understand and follow.

The Dewey Decimal Classification system is recommended because it is widely used in public and school libraries, and thus already familiar to many persons. It also lends itself to abridgment and simplification. The Library of Congress system is seldom used for collections under 100,000. It cannot be abridged, and reference tools for this method are costly.

Detailed information on using the Dewey Decimal Classification system is available from many sources, including guides and manuals particularly designed for use by religious libraries (See *Church and Synagogue Library Resources*, a CSLA Bibliography, listed on the inside back cover of this book).

Many book lists and reviews include classification numbers and subject headings, along with publisher and price information. Also, most new books have miniature catalog cards printed on the back of the title plate. This is called CIP, or Cataloging-in Publication Data, and provides the classification number and subject heading(s) suggested for the particular book.

Helpful CSLA publications for the inexperienced librarian include: *Cataloging Made Easy: How to Organize Your Congregation's Library; Classifying Church or Synagogue Library Materials; and Subject Headings for Church or Synagogue Libraries*, Guides 5,7, and 8, listed on the inside back cover. These simplified guides may suffice for the small library.

The basic reference, *Dewey Decimal Classification and Relative Index*, has now grown to four volumes. However, Forest Press, the publisher, also issues a single volume, *Abridged Dewey Decimal Classification and Relative Index*, and a small paper edition of the *DDC 200 Religion Class*, reprinted form the unabridged schedule. It is ideal for those who wish to do in-depth cataloging of religious titles. Forest Press is a division of OCLC Online Computer Library Center, Inc. To order, write OCLC, Forest Press, 6565 Frantz Road, Dublin, Ohio 43017-3395.

In assigning a subject heading to any library item, it is important to be consistent in choice of terms used. They should be written down or checked off on a purchased list. *Sears List of Subject Headings* is a standard reference tool available from the H.W. Wilson Company, 950 University Avenue, Bronx, New York, 10452. Forest Press is also publisher of *Subject Headings for Children: A List of Subject Heading Used by the Library of Congress with Dewey Numbers Added.* It may be ordered from the OCLC address above.

Audio visuals may be cataloged using the Dewey Decimal Classification system, or consecutive numbers (Accession Numbers) for each type may be assigned as items are acquired. [e.g. FS 1 for Filmstrip number 1] In the latter case, shelving would be numeric rather than by subject. Catalog cards should be interfiled with those for books, so the borrower will be directed to all material available on a particular subject, in whatever format the library collection includes.

Computer software programs are now available for cataloging and labeling library materials, circulation control, and as an on-line catalog substitute for the card catalog. Their use will be particularly welcomed by a small staff, freeing time for programs and services.

The card catalog or the on-line catalog is largely for the use of the patron, so he may find a specific item, or works of a certain author, or material on a particular subject. Cataloging and classification serve to describe the library's holdings to the potential user.

9. PUBLIC RELATIONS

It is up to the library to make its collection and services known to present and potential users.

Stimulation of reading and use of the library takes many forms, for promotion involves any effort that will create interest in the library and encourage its use.

The materials available, location and appearance of the room, convenience of borrowing procedures, service and helpfulness of the staff, directly influence patronage.

Library promotion is basically a matter of calling attention to the resources and services available and offering opportunities for their use.

To be effective, publicity should be designed with the patron in mind and presented from his point of view. It should arouse interest and desire by showing how library materials will be beneficial to him (help him to be a better parent, teacher, individual) or those whose interest he has close at heart among his family, friends, and community. Or it may appeal to his emotions by having a "human interest" or by giving desired information.

Promotion should be carried out on a regular, planned basis, utilizing a wide variety of methods. These may include print (bibliographies, posters, reports) as well as programs and activities.

Bibliographies, posters, bulletin boards and displays feature library materials which are available. They are particularly effective when related to church or synagogue activities, congregational organizations and group interests, community events, or the secular or religious calendar.

Annual and interim reports call attention to the library. Public mention of acquisitions and receipt of memorials and other gifts make people aware of the scope of the collection. Statistics pertaining to types of materials, circulation, and budget arouse interest. Announcements may be made at worship services or printed in the service leaflet, and described in more detail in news bulletins or letters mailed to members' homes.

Study groups, reading clubs and story hours sponsored by the library will foster its use.

Many activities are worthy of news articles in local papers. These include:

Programs open to the public or with guest leaders –such as book reviews and discussions;

Unique services offered –evening study hours, large print or Braille books;

Milestones –opening and dedication, anniversary observances, renovation, expansion;

Meetings and actions of the librarian and staff–their appointments to committees, honors, attendance at conferences;

Cooperation between the congregational library and other religious or public libraries in the area.

Several CSLA Guides, Numbers 2, 11, and 12, offer publicity and promotion ideas used successfully in churches and synagogues:

#2, *Promotion Planning*, includes a calendar format for relating publicity to events of the secular and religious year. Suggested programs and activities, captions and themes for posters and displays, are presented for each season.

#11, *Planning Bulletin Boards for Church and Synagogue Libraries*, offers practical pointers in picking a topic, planning a caption, providing a background, and lettering, with illustrations throughout.

#12, *Getting the Books Off the Shelves: Making the Most of Your Congregation's Library*, deals with reaching people, sponsoring special events, fund-raising, and creating and reporting news.

In all libraries stimulation of reading and use of the library is a primary objective and a continuing activity.

10. LONG-RANGE PLANNING

At least every two or three years the committee members or staff and minister or rabbi should review the effectiveness of library materials and services.

Changes in personnel, environment, curriculum and study books, educational methods, and use of non-print materials, are among factors which may require a revision in policy, focus, or short or long-range goals and planning.

The chart which follows is presented to assist in gauging the development and status of library organization, materials, services, and public relations. Factors considered basic to effective operation in the first year or two are listed in column one. Items in column two are desirable as the library grows during the next three to five years. Items in column three may be added as the library becomes an established part of the church or synagogue ministry. Those preceded by an asterisk are particularly recommended.

Since each congregation is unique, facilities, materials, and services will necessarily vary. The library may find itself a "beginner" in one area, and "developing" or "advanced" in another. Not all items listed may be feasible for every situation, but all should be considered.

The checklist is offered as a measuring stick and quick reference for self-evaluation. You may want to make photo copies of the checklist for your library committee and staff as you periodically discuss your progress and check off your accomplishments.

CHECKLIST FOR LONG RANGE PLANNING

Level 1 BASIC	Level 2 DEVELOPING	Level 3 ADVANCED

* RECOMMENDED

— ORGANIZATION —

ADMINISTRATION

Level 1	Level 2	Level 3
1* Library purpose statement formulated, adopted	1* Written record of policies, procedures kept up-to-date	1* Purpose statement, policies, goals reviewed
2* Policies, procedures in writing	2* Bookplates affixed to gifts and memorials	2 Collection available to outside groups regularly meeting in church/ synagogue building
3 Gifts publicly acknowledged	3* Annual and interim reports available (e.g. acquisitions, circulation, activities)	3 Collection available to general public (Church/Synagogue library card required)
4 Church/Synagogue staff openly supportive of library	4 Library purpose statement on display	4. Interlibrary loan arrangement with public and/or area congregational library (ies)
5 Library affiliated with a national or regional library association		
6 Librarian has read CSLA Guide No. 6 (Standards)		

OPERATION

Level 1	Level 2	Level 3
7* Open at times convenient for potential patrons	5 Staffed on regular, announced schedule (no minimum hours required)	5 Open weekdays (may be on self-service basis)
8* Open hours posted and/or announced		6 System established to reserve items in collection requested by patrons
9* Circulation rules, procedures, posted/announced		

ROOM AND FURNISHINGS

Level 1	Level 2	Level 3
10* Bookshelves	6* Library area kept attractive and orderly	7 Study/reading area
11* Sign-out and return area	7* Card catalog for book titles	8 Magazine rack/shelving
12* Shelf list	8 Vertical file/box for patrons' use (e.g. pamphlets)	9 Access to work area, sink, for librarian's use
13 Title file	9 Book truck	10 Audiovisual, non-book materials shelving, storage
14 Storage provided for librarian's materials, catalogs, supplies, etc.	10 Access to desk, chair, typewriter for librarian's use	11 Redecoration, renovation, or expansion considered
15 Conveniently accessible location for library	11 Room primarily for library or compatible (e.g. conference room, lounge – preferably not a class-room, which limits access)	

PERSONNEL

16* Librarian in close communication with congregational leaders, officials

17 Librarian has read CSLA Guide No. 14 (Volunteer workers)

18 Librarian attends training workshops

12* Librarian/staff welcoming, helpful to patrons

13* Librarian/staff acquainted with collection, operation

14 Functioning library committee/staff

15 Regular committee/staff sessions

16 Training of staff by librarian or through workshop attendance

Staff enlarged to include:

17 Director of promotion

18 Children's librarian

19 Other:_____

12* Librarian/staff enthusiastic in interpreting library materials, services to others

Staff enlarged to include:

13 Director of circulation and staffing

14 Director of technical processes

15 Book mending supervisor

16 Audiovisuals librarian

17 Archivist

18 Other: _____

FINANCES

19* Supplementary funding encouraged from gifts and memorials

20 Grants from congregational individuals and/or groups invited toward initial establishment of library

21 Librarian has read CSLA Guide No. 13 (Finances)

22 Receipts, expenditures accounted for

20 Financial report submitted to official board or congregation annually

21 Budget figure suggested to proper body for operating needs and desired growth

22 Financial assistance provided for librarian's/staff's training at workshops, conferences

19 Library needs included in church/synagogue operating budget (Recommended as main source of support –gifts, etc. supplementary income)

20 Part-time or full-time salary for librarian

—MATERIALS—

PROCEDURES

23* Selection policy / guidelines established

24* Patrons invited to recommend titles for acquisition

25 Materials acquired relating to interests of congregational organizations, groups

26 Librarian has read CSLA Guide No. 4 (Selection)

23* "Want Lists" posted; opportunities for donations

24* Regular shelf reading

25 Purchases spaced throughout year

26 Materials acquired relating to special needs (e.g. blind, counseling)

27 Inventory every other year

21* Periodic weeding

22* Mending , rebinding as needed

23 Materials acquired relating to interests of outside groups which regularly use building (e.g. Al Anons)

24 Holdings of two titles per congregational member attained

25 Desired balance in categories of titles, materials, attained

COLLECTION

Print

27* Books

28* Periodicals

29 Large print books

26 Catalogs, brochures from affiliated institutions of denomination/faith (e.g. college catalogues)

27 Archival records, documents

28 Braille materials

Vertical File Materials

28 Pamphlets

30 Maps, charts

31 Unmounted pictures

29 Clippings

30 Transparencies

Non Print

29 Filmstrips

30 Disc recordings

32 Tape recordings/cassettes

33 Slides

34 Games

35 Kits (combination of at least two related items, any type)

31 Films

32 Models, Realia

33 Paintings, Art Prints

34 Videocassettes

CATALOGING, CLASSIFICATION

31* Books shelved by subject

32* Shelves labeled

33 Title file of books

34 Librarian has read CSLA Guide No. 5 (Cataloguing)

36* System established for cataloging, classification of books

37* Consistency in choice of subject heading

38* Classification symbols on books

35* Card catalog provided for patrons –author, title, and subject cards for books

36 Appropriate cards for non-book materials, audiovisuals

37 Computer software for cataloguing and on-line patrons' catalog investigated

—SERVICES—

CHILDREN

35 Story Hours offered

36 Instruction in use of library offered

37 Children's area or room provided

39 Cushions or benches/chairs provided

40 Special observances (e.g. Children's Book Week)

38 Involvement encouraged (e.g. poster-making contest)

39 Reading Club offered periodically

YOUTH

38 Invited to recommend titles for acquisition

39 Posters, displays sometimes focus on special interests

41 Materials acquired relating to special interests (e.g. vocation)

42 Assistance solicited for library special events (e.g. Story Hours, Open House)

43 Invited to write reviews or annotations of titles for newsletter

40 Book Review Programs scheduled

41 Library Aides Group formed

EDUCATION DEPARTMENT

40* Teachers, leaders aware of materials on hand

41* Teachers, leaders invited to suggest materials needed

42* Teachers, leaders informed of pertinent acquisitions

44 Teachers' meeting attended annually (for communication)

45 Classes visited –or invited to session in library annually

46 Teachers and classes offered instruction in use of reference works

47 Resource bibliographies prepared for teachers, leaders

42 Posters, displays sometimes focus on study topics

43 Research assistance offered teachers, leaders, students

AUDIOVISUALS

43 Catalogues obtained from public library, and/or commercial rental agencies available

48 Rental materials secured for church/synagogue programs

49 Provision for preview of projected and audiovisual materials

44 Instruction in operating AV equipment offered to teachers, leaders

45 Staff member available to operate AV equipment for classes, programs

GENERAL

44 Appropriate books displayed at group meetings

45 Library orientation offered (e.g. congregational groups, new members)

Bibliographies prepared for:

50 Subjects (e.g. Aging)

51 Seasons (liturgical or secular)

52 Congregational groups (e.g. study groups, women's association)

46 Talks offered for meetings of congregational groups

47 Reference question service offered

48 Shut-in, retirement home delivery service offered

— PUBLIC RELATIONS —

METHODS

46* Promotion relates to patron's interests, needs

47 Librarian has read CSLA Guide No. 12 (Promotion)

48 Librarian has access to CSLA Guide No. 2 (Calendar, event suggestions)

49 Librarian has access to CSLA Guide No. 11 (Bulletin boards)

50 Idea file kept for posters, displays

53 Display materials, objects collected, stored for future use

54 Publicity sometimes relates to congregational, denomination/faith programming, concerns

49* Plans outlined for year's promotion activities

50 Publicity sometimes relates to community, national concerns

PROGRAMS

51 Library Dedication

52 Open House

53 Social Hours in library occasionally (e.g. before or after meetings, dinners)

55 Special observances (e.g. Library anniversary, National Library Week)

56 Book review programs

57 Study/Discussion programs

51 Renovation/expansion of library observed

52 New service highlighted (e.g. special collection, Interlibrary loan arrangement)

PUBLICITY

54* Posters, displays changed regularly (within 2-3 weeks)

55* Church/Synagogue office supplied with news items

56 Library news announced at worship services or in service leaflet/ congregational newsletter

57 New acquisitions displayed

58 Directional signs to library posted in church/synagogue building

58* Posters, displays in hallways, various areas of building

59* Church/Synagogue office supplied with one and two line "fillers" for newsletter or service leaflet (e.g. quotations from books, authors)

60 Church/Synagogue office supplied with undated items for congregational paper (e.g. book reviews or annotations)

61 Bookmarks imprinted with library information provided

53 Church/Synagogue descriptive leaflet includes information about library

54 Library Newsletter issued

55 Leaflet features library (e.g. history, services, policies –invites donations, committee participation)

56 Flyers distributed for programs open to the public (e.g. at clubs, libraries)

57 Program information, committee news submitted to community newspaper

APPENDIX

I. SAMPLE POLICY STATEMENTS

Bethesda United Methodist Church Library
Bethesda, Maryland

The Church Library is a part of the ministry of the church. It aims to serve all people within the scope and influence of the church, members as well as non-members, adults as well as children.

Books and other materials selected for the library will support the teaching, preaching, counseling and evangelistic ministries of the Church. All library materials are selected by the Library Committee and reviewed to fulfill the following standards: 1) Suitable subject content; 2) Within scope of the library's purposes; 3) Acceptable physical format; 4) Needed, in view of goals and limitations.

Ruth Smith, Librarian

St. Ignatius Parish Library
Oregon, Ohio

The Parish Library is a resource center benefiting the total ministry of the church. The purpose of the parish library is to provide a service ministry to the entire parish, an educational ministry to strengthen the educational program, and an inspirational ministry to individuals and groups.

The goals of the Parish Library are to enrich lives by introducing individuals to God and His Church, offering devotional and inspirational aids, and providing vocational guidance and leisure-time reading, to enlarge the Christian ministry by strengthening and improving the educational ministry, serving as a resource center for CCD teachers, adult education and leadership guidance.

Sister Geraldine Nowak, OSF
Pastoral Associate

Temple B'nai Israel
Toledo, Ohio

The Temple B'nai Israel Library and Related Collections (including the Memorial Library, the Temple Archives and Smullen Yiddish/Hebrew Library), was organized in 1982 for the purpose of providing books and other materials to promote Jewish Knowledge for the members of the congregation, its auxiliaries, organizations, and the community. The library and its related collections will act mainly as a reference collection to support, enhance, enrich, and expand upon: the Sunday School Curriculum, the Bible Study and other Adult classes taught by the Rabbi, Functions held by Temple organizations, and will reflect the values and interests of the Conservative Jewish Congregation which the library and related collections serve.

The materials will be selected to aid the patrons in their search of Jewish Knowledge. Jewish Knowledge includes, but is not limited to information on: Torah (The Old Testament and its Commentaries), Jewish Prayers and Holidays, the languages and literature in Hebrew and Yiddish, Religious Philosophy, Comparative Religions, Promoting Jewish Literature, Jewish Parenting, The Laws of Kashrut (Jewish Dietary Laws), Israel and the Middle East, the Holocaust, Converting to Judaism, Interfaith Marriages, and modern applications of religious beliefs.

Donations of funds and gifts of materials that help to accomplish the above stated goals will be accepted by the Library or Temple Staff.

Specific rules and guidelines for operating the library and its related collections are determined by the library staff and library committee and are subject to the approval of the President and Board of Directors of the Congregation of Temple B'nai Israel.

Nanette Heiser, Librarian

II. SAMPLE MATERIAL SELECTION POLICY

Lakewood (Ohio) Presbyterian Church Library

Purpose

The statement of material selection policy is to implement the purposes and objectives of the Lakewood Presbyterian Church Library which are:

–to provide a well-selected collection of books, periodicals and pamphlets which aid in developing informed and intelligent laymen of the Church;

–to serve all who come seeking development of their spiritual capacities and a growing expression of their Christian faith;

–to aid in developing a deeper understanding of one's self and one's role in the community and the world;

–to participate effectively in the church program as it strives to meet the needs of adults in their personal and group relationships;

–to provide children and youth with library materials most meaningful for their Christian growth and development, for aiding in personal adjustments and for developing desirable social attitudes; and

–to provide library materials to aid in the wholesome use of leisure time for enrichment of personal lives.

Authority

The authority for the ultimate decision concerning material selection policy resides in the library committee.

Responsibility

The privilege and responsibility for book selection lies with the library committee and the minister of Christian education, who operate within the framework of policies determined by the Session. Recommendations by individuals and groups are welcome, but the committee exercises its judgement in following them.

Criteria for Selection

1. Materials acquired should meet high standards of quality in content, expression and format.

2. In considering the inherent qualities of the material, the library committee must make a critical evaluation.

3. Materials need to be judged in relation to the existing collection and on their relative importance in comparison with other books on the subject.

4. A significant number of novels of serious purpose all within a Christian context, well written and based on authentic human experiences are included in the collection.

5. Quality of format is judged for attractiveness and durability of binding, paper and printing.

6. The needs of all the various organizations in the church must be reflected in the continuing selection of library materials. There must be an alertness to potential demands.

7. The collection is continually reevaluated in relation to changing curriculum concepts, new methods and current needs of (church school) teachers. Appropriate materials are obtained for these new developments. This process of reevaluation also leads to the replacement of outmoded materials with those that are up-to-date, the discarding of materials no longer useful and the replacement of materials in poor repair.

8. Since this church is committed to the doctrine and practices of the United Presbyterian Church in the USA, materials of required quality are selected to define and interpret this position.

9. Realizing the importance of seeking an understanding of the religious faith of all people, the collection includes the basic beliefs and practices of other branches of the Christian faith, and basic beliefs and sacred writings of the other religions of the world.

10. Since this church is committed to the belief that Christianity is relevant to every part of the whole fabric of our lives, library materials of required quality are selected to include many areas. These include the areas of social education and action, leadership development, depth psychology, child development, family relationships. Christian interpretation of sex, recreation, vocations, art, drama, poetry and biography, as well as the well-defined areas of Christian doctrine, Bible study, prayer and worship, Christian education, Christian missions, Church history and Church music. In the case of controversial areas a variety of opinion, with as much authoritative background as possible, is sought whenever available.

11. Materials on the Christian interpretation of sex are included in the collection for the growing understanding of parents, young people contemplating marriage, newly married couples and young people.

12. Although this church is not committed to follow the social pronouncements of the General Assembly of this denomination, it is pertinent that this church community grow in its understanding of these controversial areas. Materials implementing these pronouncements are included in the collection for thoughtful study and an impetus for social action.

13. Books for children and youth are selected to aid in their Christian growth and development, for personal adjustments, for developing desirable social attitudes and for wholesome leisure time reading. These include inspirational books of lasting value, books of information concerning this religion, books of nature relating to God's world, books to develop their understanding of people in all parts of the world, books of social relations, and books of biography and poetry. Quality in content, expression and format are all of vital importance in selection of children's books.

14. Selection of pamphlets and periodicals follows the general policies for the selection of books. They are an integral part of the collection.

15. Gifts to the library collection are accepted without commitment and are to meet the same standards for book selection as those purchased.

16. Systematic removal from the collection of material no longer useful is essential to maintaining the purpose and quality of resources.

17. Since only quality books are selected, duplication can be made if demand increases, subject to the permanent value of the material.

18. Paperbacks are to be selected only where other bindings are not available, in order to extend the collection in certain areas, or where the material is of very temporary interest.

19. If a book is not chosen for the library collection, it has been excluded because it does not measure up to the library's standard, because the library already has adequate coverage in the subject, because it will not be used enough to justify its purchase or because of budget limitations.

20. The ability of any library to meet all demands from its own collection is limited. Smaller libraries cannot be all things to all men. Needs beyond the resources of the church library can be met by public libraries.

21. If materials serve the purpose of the library, are of required quality and relate to an existing need or interest, they will not be removed by pressure from groups or individuals.

Questions To Consider In Evaluating Books for Book Selection

1. What is the standing of the author?
2. How reliable is the publisher?
3. The scope of the book –is it inclusive and up-to-date?
4. Is it written for the layman, in an attractive style?
5. Is the book well organized and does it have an index and bibliography?
6. Is the print easy to read and is the binding durable?
7. If there are illustrations, are they attractive and well printed?
8. Was good quality paper used?
9. Has the book had favorable reviews in magazines?
10. Will the book serve the purpose of the library?
11. Will the book be used enough to justify its purchase?

Lelia Bolds and Madge Reed, Selection Committee

III. SAMPLE BY-LAWS FOR A LIBRARY COMMITTEE

ARTICLE I

Name

The name of this organization shall be:

The library Committee of St. Stephen's Episcopal Church

ARTICLE II

Purpose

The purpose of this organization shall be:

To encourage reading as a means of strengthening Christian education, nurturing spiritual growth, and providing entertainment, and to make available books and other materials toward this goal.

ARTICLE III

Committee Members

This organization shall be open to all interested members and friends of the Parish of St. Stephen's Episcopal Church, Fairview, Pennsylvania. A "member" of the Parish is defined as a baptized or confirmed person who has resided in the Parish for a period of six months or more, who attends the worship services of the church regularly, and whose name is entered on the rolls of the Parish.

ARTICLE IV

Officers

The officers shall be: Chairman, Vice Chairman, Secretary, and Treasurer.

These officers shall constitute the Executive Board of the committee.

Section 1. The officers shall each be elected at the regular meeting to be held the second Thursday in May, or at a time established by the Library committee at least fifteen days prior to the election meeting.

Section 2. The tenure of office shall be one year, with no officer holding the same office more than two years consecutively; provided, however, that the Chairman shall serve for one year only, with the Vice Chairman succeeding to the role of Chairman each year.

Section 3. There shall be a nominating committee of three members appointed by the Chairman in April of each year, whose duty it shall be to present a name for each office, having first ascertained the willingness of the candidate to serve.

Section 4. All officers shall be "members" of St. Stephen's Parish (see Article III for definition of "member").

Section 5. Officers shall be elected at the May meeting, and assume their offices in September.

Section 6. The Chairman shall fill, by appointment, any vacancy on the Executive Board, subject to the approval of the Committee at the next meeting.

Section 7. With the exception of the Chairman, an individual may hold two of the above offices at one time.

Section 8. The Rector of St. Stephen's Episcopal Church shall be an ex-officio member of the Executive board and of each and every committee appointed by the Chairman.

ARTICLE V

Meetings

Regular meetings of the Committee shall be held the second Thursday of each month, except June, July, and August, in the Library of St. Stephen's Church unless otherwise designated. Special meetings of the Committee may be called by the Chairman by notice to each member of the Committee.

All matters to be voted on during the meeting shall be determined by a quorum, which shall consist of the majority of those present.

ARTICLE VI

Duties of the Officers

Section 1. Chairman:

a. The Chairman shall preside at all regular and special meetings;

b. The Chairman shall exercise supervision over all activities of the Committee;

c. The Chairman shall appoint chairmen of all the sub-committees;

d. The Chairman shall make a written report for the Annual Meeting of the Parish in January.

Section 2. Vice Chairman:

a. The Vice Chairman shall assist the Chairman with all activities;

b. The Vice Chairman shall preside at all meetings, and perform all duties in the event of the Chairman's inability to do so;

c. The Vice Chairman shall succeed to the office of Chairman after serving one year as Vice Chairman.

Section 3. The Secretary shall keep the minutes of the meetings of the Committee and of the Executive Board, shall attend to all the correspondence of the Committee, and shall issue all notices.

Section 4. The Treasurer shall collect all funds, pay all bills, and submit a monthly and annual report of all receipts and expenditures.

ARTICLE VII

Subcommittees

There shall be the following subcommittees, the chairman of each of which shall be appointed by the Chairman, and who, in turn, shall select those who will serve with him:

Section 1. Materials Selection: this subcommittee shall be responsible for selection of reading materials and/or audio-visual aids.

Section 2. Cataloguing: this subcommittee shall be responsible for preparing all materials for circulation.

Section 3. Operations: this subcommittee shall be responsible for the day-to-day functions of the library.

Section 4. Promotion: this subcommittee shall be responsible for general promotion and publicity of the library on a planned bases.

Section 5. The Executive Board shall designate additional sub-committees as the need arises, and the Chairman shall appoint chairmen to all such additional subcommittees.

ARTICLE VIII

Policy and Procedural Manual

The policies of the Library committee, together with detailed descriptions of subcommittee functions, shall be formulated by the Executive Board and recorded in a Policy and Procedural Manual to be kept in the Library at all times.

ARTICLE IX

Amendment of By-Laws

These By-laws may be amended by a majority of the members of the Executive Board present at a meeting for which notice of such purpose has been given fifteen days in advance; subject, however, to approval by the Library Committee at a meeting of the Committee for which notice of such purpose has been given fifteen days in advance.

CSLA GUIDES SERIES

CSLA Guide No. 1 (Rev. ed.) – SETTING UP A LIBRARY: HOW TO BEGIN OR BEGIN AGAIN, by Ruth S. Smith. 1987. 23 p. Paperbound. ISBN 0-915324-16-4.

CSLA Guide No. 2 (Rev. ed.) – PROMOTION PLANNING ALL YEAR 'ROUND, by Claudia Hannaford and Ruth S. Smith. 1975. 52 p. Paperbound. ISBN 0915324-09-1.

CSLA Guide No. 3 (Rev. ed.) – WORKSHOP PLANNING, by Ruth S. Smith. 1979. 65 p. Paperbound. ISBN 0-915324-15-6.

CSLA Guide No. 4 (3rd Rev. ed.) – SELECTING LIBRARY MATERIALS, by Arthur W. Swarthout. 1986. 16 p. Paperbound. ISBN 0-915324-07-5.

CSLA Guide No. 5 – CATALOGING MADE EASY, by Ruth S. Smith. 1987. 40 p. Paperbound. ISBN 0-915324-12-1.

CSLA Guide No. 6 – STANDARDS FOR CHURCH AND SYNAGOGUE LIBRARIES. 1993 Rev. ed. 24 p. Paperbound. ISBN 0-915324-36-9.

CSLA Guide No. 7 (Rev. 2nd ed.) – CLASSIFYING CHURCH OR SYNAGOGUE LIBRARY MATERIALS, by Dorothy B. Kersten. 1990. 20 p. Paperbound. ISBN 0-915324-29-6.

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